

Financial Management

EXPENSE REIMBURSEMENT

This procedure provides SWR headquarters expense reimbursement guidelines. It does not apply to units below region headquarters. The instructions in SWR Financial Management Procedure 173-2 also apply where the expense is via a corporate credit card. These procedures replace Southwest Region Operating Instruction 173-1 dated 30 September 2008.

1. Expenses eligible for reimbursement: Reimbursement will be made for reasonable and necessary expenses incurred while performing duties assigned by the Region Commander. Payment of per diem, mileage, meals or entertainment is limited to NEC funded travel or specific prior authorization by the SWR Finance Committee.

2. Submission of payment voucher for reimbursement: Reimbursements will be provided upon submission of a SWR Payment Voucher to the Region Director of Finance listing the expenses to be reimbursed and including receipts for each expense claimed. Submission may be via fax, mail or scan to email. The purpose of the expense must be noted on the receipt (the IRS expense method of "who, when and why" is a good guide for this). Receipts must be an original, or a legible copy as issued by the merchant at time of purchase or a replacement receipt obtained at a later date. The members credit card statement, or written communication in lieu of the receipt is not an acceptable substitute for the receipt. If a receipt is missing the payment cannot be made and the expense will be the responsibility of the individual.

4. Budgeting Responsibilities: Staff members that will be incurring expenses requiring reimbursement will indicate their requirements in operating budgets. Only those items as approved by the SWR Finance Committee in the annual operating budget or in a supplemental committee approval will be reimbursed. Reimbursements for travel expenses will be limited as shown at attachment.

JOSEPH C. JENSEN, Col, CAP
Commander

Attachments:

1. Staff Travel Policy

Headquarters Southwest Region

Staff Travel Policy

All SWR staff travel will be within the approved travel budget for the staff concerned and will be limited in accordance with the following:

Wing Conferences:

Wings will be asked to provide (comp) hotel rooms and conference registration for two SWR members at their conferences.

CV's will attend their Wings conferences, but will receive reimbursement for air fares only when the conference is out of their home state. Fuel costs will be reimbursed for conferences in their home state.

Other staff are encouraged to attend Wing Conferences at their own expense. If asked by SWR CC to be the official second SWR attendee at a Wing Conference, fuel expenses may be reimbursed.

If invited to present at a Wing conference, the staff member will negotiate their travel expense reimbursements with the Wing.

National Board:

CV's will be reimbursed for National Board travel and lodging as funds are available.

Other staff invited by National to present at a National Board will negotiate with the requester for any needed funds.

Region Staff Meetings:

CV's will be reimbursed air fare and lodging for attendance at two SWR staff meetings annually.

DA will be reimbursed fuel costs for on-site attendance at all SWR staff meetings.

Other staff will attend at their own expense or participate by conference calling.

SWR Staff College and SWR Chaplains Service College

The College Directors will determine travel expenses for SWR members staffing the college from available event income.

RCLS, RCC and NCC

The Director of Cadet Programs or designee will be reimbursed fuel expense or air fare and reasonable hotel costs for attendance at these events.

Other SWR staff attending these events will participate at their own expense.

Wing sponsored Cadet Program Activities:

The Director of Cadet Programs or designee will be reimbursed fuel costs only for attendance at any Wing level Cadet Program activity.

Other SWR staff participating in Wing level Cadet Program events and activities will attend at their own expense

ES & CD missions and exercises:

SWR staff are encouraged to participate in ES & CD missions and exercises. Any reimbursement for such attendance will be as provided with the mission authorization.

Wing assistance visits:

When requested by a Wing, or necessitated by relevant performance indicators, staff travel to assist a Wing may be approved and reimbursed. Such cases will be brought to the SWR Finance Committee with related costs and justification for review and approval before committing to such travel.

Travel of extraordinary value to SWR:

At times there may be situations in which travel otherwise limited above may be in the best interests of the Region. Such cases will be brought to the SWR Finance Committee with related costs and justification for review and approval before committing to such travel.

Processing travel approval and reimbursement:

Where travel expense is in compliance with this policy and within the cognizant staff travel budget, reimbursement will be requested subsequent to the travel on the SWR Payment Voucher and be accompanied by receipts covering all listed expenses. Such requests can be scanned to email and sent to finance@swr.cap.gov.

For travel not meeting the criteria of the preceding paragraph, an email request with justification will be submitted to finance@swr.cap.gov for referral to the finance committee. If approved by the finance committee, reimbursement subsequent to the travel may be requested as per the preceding paragraph.